

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 10/43

OPEN TO: All Interested Candidates
POSITION: Temporary Fulbright Administrative Clerk, FSN-6; FP-8*
OPENING DATE: November 10, 2010
CLOSING DATE: November 24, 2010
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$35,753 (Starting salary)
(Position Grade: FP-8 will be confirmed by Washington)
*Ordinarily Resident: US\$6,675 (Starting salary)
(Position Grade: FSN-6)
LENGTH OF HIRE: Temporary position not to exceed six months.

The Embassy of the United States of America in Hanoi is seeking an individual for a temporary employment in Vietnam for the position of Fulbright Administrative Clerk in its Public Affairs Section (PAS).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will provide administrative support for the activities and operations of the Fulbright Program in Vietnam, and report to the Director of the Program. Responsibilities will include assisting the Director and two Fulbright Assistants in drafting report; contacting Vietnamese and American grantees to explain processes and answer question; providing general clerical and receptionist duties as well as making arrangements for Fulbright programs and events.

Please contact the Human Resources Office at 3850-5000 X5127 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) University degree in liberal art, education, or related fields is required. (2) At least one year relevant work experience in a field related to international education and/or training is required. (3) Must have ability to plan, organize, and implement Post's Fulbright exchange programs. Ability to establish and maintain individual contacts with key officials, draft reports and program materials in both English and Vietnamese and work effectively with other PAS staff members to maximize programming effectiveness. (4) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be test). (5) Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4(Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

http://vietnam.usembassy.gov/job_opportunities.html#appforms. Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website.

SUBMIT APPLICATION TO

Human Resources Office

U.S. Embassy Hanoi

No. 7 Lang Ha, Dong Da, Hanoi

Tel. 84-4-3850-5000

FAX: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: NOVEMBER 24, 2010

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)